

PHILADELPHIA ENERGY AUTHORITY

on behalf of the

CITY OF PHILADELPHIA

REQUEST FOR PROPOSALS

for

LED Streetlighting, Controls, and Networking

March 22, 2021

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SECTION 1 OVERVIEW

1.1 Project Overview

The Philadelphia Energy Authority (“**PEA**”) and the City of Philadelphia (the “**City**” and with PEA the “**Procurement Team**”) intends to commence an energy efficiency project (“**Project**”) for the conversion of streetlighting from High Pressure Sodium (“**HPS**”) luminaires to Light Emitting Diode (“**LED**”) luminaires throughout Philadelphia’s city boundaries that is controllable through remote monitoring on a secure network which may include other network capabilities. The Procurement Team expects to select in this procurement a pre-qualified Energy Services Company (“**ESCO**”) to perform under an energy performance contract (“**EPC**”) between PEA and selected proposer under the Pennsylvania Guaranteed Energy Savings Act (“**GESA**”) in substantially the form attached to this RFP as Attachment B. The City, in turn, will enter into an agreement with PEA under which it will generally perform the obligations of PEA. The Procurement Team will also consider alternative proposals for “street lighting as a service” or a similar form of public-private partnership that meets all legal procurement requirements, but Proposers must provide a proposal based on the GESA contract.

The Procurement Team is requesting proposals for the Project that will comprehensively reduce energy costs and meet the other goals outlined in this document. The ESCO proposals must guarantee savings that exceed the cost of the project including financing costs. The ESCO must also implement an Economic Opportunity Plan (“**EOP**”) as specified in Attachment C in its selection and use of diverse subcontractors and hiring of workers that ensure the employment of an appropriately diverse workforce.

This Request for Proposals (“**RFP**”) is the next step in the Procurement Team’s process of obtaining proposals from qualified ESCOs. Only those Proposers who have been deemed most qualified through the associated RFQ process by the Procurement Team are invited to participate in this Request for Proposals process. The Procurement Team will only consider proposals from ESCOs that are submitted pursuant to this RFP.

1.2 Philadelphia’s Streetlighting Network and the Philadelphia Streets Department

The Philadelphia Streets Department (“**Streets**”) is responsible for Philadelphia’s vast networks of streets and roadways. Streets’ mission is to provide clean, green, and safe streets in a cost-effective and efficient manner. Streets delivers a number of City services that are critical to maintaining the public health and safety in the City. These essential services include, but are not limited to, curbside trash and recycling collection, maintaining all traffic control devices and street lighting, the construction and maintenance of 320 bridges and 2,525 miles of streets and highways, and snow and ice removal.

The Street Lighting Unit within Streets is responsible for the design, installation, operation and maintenance of the City's streetlighting system including approximately 106,000 streetlights and approximately 18,000 alley lights which serve to illuminate Philadelphia’s roadways and alleyways at night. Their responsibility includes managing the night-time

repair of defective lights; coordination with PECO for repairs to the electrical distribution system; and self-performing daily repairs to knocked down poles, defective luminaires and alleyway lighting systems.

The City has also adopted a Vision Zero plan to reduce traffic deaths in Philadelphia to zero by 2030. Vision Zero focuses on both reducing traffic speeds to reduce the severity of motor vehicle accidents and improving the accessibility of other modes of travel, including walking, cycling, and public transportation. Critical to achieving the Vision Zero goals is nighttime visibility on Philadelphia's streets for drivers, cyclists, and pedestrians. This vision is called out in the [Vision Zero Action Plan 2025](#), which calls for conversion of at least 75% of all citywide street lights to LED.

1.3 Philadelphia Energy Authority- Energy Campaign

The Philadelphia Energy Authority is an independent municipal authority established in 2010 through the leadership of Council President Darrell Clarke and then-Mayor Michael Nutter and focused on issues of energy affordability and sustainability for Philadelphia's government and its citizens. PEA develops long-term energy projects, policies, and programs on the behalf of the City of Philadelphia while working closely with the Office of Sustainability and Energy Office to achieve our shared goals.

In February 2016, PEA and Council President Clarke launched the Philadelphia Energy Campaign with the goal of transforming Philadelphia into a national model for implementing energy strategies that improve the health and well-being of the community and local economy, including the City's most vulnerable residents. The Philadelphia Energy Campaign is a \$1 billion investment over 10 years in energy efficiency and clean energy projects, to create 10,000 jobs. The Campaign focuses on four key sectors: municipal assets, schools, affordable housing, and small businesses. In 2019, PEA added the commercial and industrial sectors to that list, leveraging new financing mechanisms and City incentives, such as the Commercial Property-Assessed Clean Energy and City Solar Rebate programs.

1.4 City of Philadelphia- Office of Innovation and Technology (OIT)- SmartCityPHL

The Office of Innovation & Technology (OIT) is the central information technology (IT) agency for the City. OIT is responsible for managing enterprise technology systems and infrastructure, data and spatial analytics, innovation consulting, smart city governance, and digital literacy programs.

A copy of the SmartCityPHL Roadmap can be found at <https://www.phila.gov/documents/smartcityphl-roadmap/>

1.5 City of Philadelphia - Office of Sustainability - Energy Office and Greenworks

The City of Philadelphia, Pennsylvania is a municipal government governed under a Home Rule Charter authorized by the Commonwealth of Pennsylvania. Philadelphia is the largest city in Commonwealth of Pennsylvania and the sixth largest in the United States. The Mayor of Philadelphia, James Kenney continued the prioritization of sustainability at the start of his administration in 2016.

The City of Philadelphia's Office of Sustainability is responsible for implementing Greenworks: A Vision for a Sustainable Philadelphia, the City's comprehensive sustainability plan. Greenworks contains visions for a Philadelphia with clean energy and energy efficient buildings, and climate prepared and carbon neutral communities, and healthy air inside and outside. In support of these visions, the Office of Sustainability provides municipal energy management through its Energy Office. The Office of Sustainability and Energy Office completed a municipal energy master plan for government operations which aims to reduce City government emissions, improve overall efficiency and reduce utility costs. A copy of the Municipal Energy Master Plan and the 2020 update can be found at www.phila.gov/green.

This RFP is being supported by the Energy Office as part of the Office of Sustainability with support from various City agencies as appropriate. The Energy Office frequently works on projects focused on large scale investments at City property. The overall mission of the Energy Office is to:

- Strategically procure cost effective, reliable, safe, clean energy and conventional energy systems for City government
- Promote energy conservation and efficiency within City facilities by providing education, technical expertise, and analysis of energy use.
- Develop and implement projects and programs that promote the efficient use of energy and reduce the City's environmental impact.

1.6 Defined Terms

The following capitalized terms used in this RFP have the following meanings:

“**City**” means The City of Philadelphia.

“**Contract**” means a Guaranteed Energy Savings Agreement in substantially the form attached as Attachment B between the Contractor or an affiliate thereof and PEA..

“**Contractor**” means the successful proposer that has executed the Contract with PEA.

“**Project Contacts**” means the people designated in Section 3.2.

“**ECM**” means an energy conservation measure responsive to this RFP.

“**EOP**” means the Proposer’s Economic Opportunity Plan in the form specified by the Office of Economic Opportunity.

“**EPC**” means an Energy Performance Contract meeting the requirements of the GESA.

“**ESCO**” means Energy Services Company.

“**Evaluation Committee**” means the committee established by the Procurement Team to evaluate the Proposals submitted in response to this RFP.

“**GESA**” means Pennsylvania’s Guaranteed Energy Savings Act.

“**Measurement and Verification**” means accurate measurement and confirmation of energy performance of the Project in accordance with the International Performance Measurement and Verification Protocol as implemented in the Contract.

“**OEO**” means the Office of Economic Opportunity.

“**OIT**” means the Office of Innovation and Technology.

“**PEA**” means the Philadelphia Energy Authority.

“**Procurement Team**” means PEA and the City, collectively. PEA will act as the lead agency for the procurement, but the Procurement Team may be represented by either PEA or the City (or both) in appropriate circumstances.

“**Project**” means the suite of ECMs agreed between the Procurement Team and the Proposer to serve as the scope of work under the Contract.

“**Project Team Member**” means each firm included in the Proposal (including firms that are partners, members of the Proposer, or shareholders in the Proposer).

“**Proposal**” means the documents submitted by an ESCO in a timely manner in response to this RFP.

“**Proposer**” means a party that submits a Proposal in response to this RFP.

“**Response**” means a statement of qualifications submitted in a timely manner in response to the previous RFQ.

“**RFP**” or “Request for Proposals” means this Request for Proposals issued by PEA for this proposed Project to the qualified Proposers, including any addenda.

“**RFQ**” means the Request for Qualifications previously issued by the The Procurement Team, including any addenda.

“**Streets**” means the City of Philadelphia Streets Department.

Section 2 **PROJECT DESCRIPTION**

2.1 Networked LED Streetlighting

The Procurement Team is requesting proposals for the Project that will comprehensively reduce energy costs and meet the goals outlined in this document. The proposals will guarantee savings that exceed the costs of the proposed Project including all financing costs. The successful Proposer will also be required to implement an Economic Opportunity Plan in its selection and use of subcontractors and vendors that qualify as Minority (“**MBE**”), Woman (“**WBE**”) and Disabled (“**DSBE**”) Owned Business Enterprises and in its employment of an appropriately diverse workforce.

The Procurement Team is interested in replacing all or most City-owned and -operated streetlights and reviewing options to install a networked Lighting Management System that could also support Smart City applications. The Procurement Team plans to utilize PECO’s SL-C Tariff which conditions eligibility for the Tariff on achieving specific performance requirements for the equipment and system to be used for controlling and metering new LED luminaires.

Through the Project, the Procurement Team may be interested in expanded scope options associated with the City’s lighting infrastructure including the installation of new pedestrian-scale lighting in certain commercial corridors, the retrofitting or replacement of decorative lighting luminaires to LEDs and/or the retrofit of alley lighting, as well as other advantages to the City that may present by way of this procurement (to include proposals made in connection with Proposers’ responses). The Procurement Team may also be interested in expanding the scope to include other additional functionality that provide new or enhanced smart city solutions in Philadelphia.

The successful Proposer will be selected by a team represented by the PEA and the City. In this RFP, the Procurement Team is providing available and relevant lighting energy use data and scoping information for evaluation.

2.2 Project Objectives

The Mayor of Philadelphia, James Kenney, has established a framework for the City’s work, structuring efforts around five key areas:

- Improve educational opportunities and outcomes for all Philadelphia’s children
- Improve economic opportunities for all Philadelphians
- Improve public safety for all Philadelphia while treating residents with respect and dignity
- Operate government efficiency and effectively
- Develop a diverse workforce that looks like Philadelphia and treat that workforce with respect

The Procurement Team objectives for this Project include the following:

- Improve public lighting across the City through the adoption of LED Streetlighting and associated controls;
- Reduce carbon pollution through energy efficiency to help meet the City’s climate goals and Greenworks objectives
- Lower overall costs of Streetlighting infrastructure through reduced costs from utilities and enhanced operations and maintenance through technology;
- Improve public safety as a result of improved lighting and other advantages to the City made available through improved lighting infrastructure, including the goals of Vision Zero;
- Enable the City’s technology infrastructure to advance on the interoperability of information systems and drive standards for system and device integration across the City;
- Provide a robust opportunity to maximize employment of Philadelphia-based businesses and Philadelphians with an emphasis on MBEs, WBEs, and DSBEs, and a diverse workforce;
- Provide opportunities to improve equitable digital access and to leverage Streetlighting infrastructure for future technological innovations; and
- Complete this project in a timely, equitable manner with fair consideration of public input and education.

2.3 Overview of Successful Proposer’s Responsibilities

PEA and the City are interested in contracting for the design, procurement, installation, modification, and training in the operation of new LED Streetlighting, and associated controls and networking equipment that will reduce energy consumption and maintenance. The Project scope also includes acquisition of a smart street lighting platform that: meets the requirements for eligibility for PECO’s SL-C tariff; provides accurate metering, dimming, and real-time control, outage notification and asset management through a secure network; and supports an enhanced performance lighting system that can be used by first responders in emergency situations. The Contractor will be required to facilitate a community outreach and feedback process and campaign, including installing one or more demonstration trial installations, with the goal of helping inform decisions made on the Project and educating Philadelphians on LED streetlighting. The Contractor will be responsible for Measurement and Verification of the Project for up to 20 years.

The Proposer (or each Proposer if more than one) selected by the Procurement Team will be required to enter into a Contract with PEA to Perform the scope of work described above in accordance with the terms of this RFP. The Contract will require the Contractor to perform an Investment Grade Audit (“IGA”) in which it provides detailed lighting system designs, specification, and pricing for its proposed suite of ECMs along with a proposed guarantee of energy savings. It also involves completion of all further schedules to the Contract that will govern construction of the project. The Contract will commit PEA to pay an agreed portion of the cost of the IGA, but only if the IGA specifies self-funding ECMs that achieve at least 90 percent of the savings estimated in the Proposal and PEA and the City nevertheless elects not to proceed with installation. Construction obligations under the Contract are conditioned on agreement on price, Project scope, achieving all needed permits and completion of financing. Financing will include ESCO costs as well as appropriate contingency, City Project Management, and the cost of the City’s consultant.

Prior to commencing Installation of the Project, the Contractor will be required to deliver payment and performance bonds in the amount of the contract price for installation of the Project under its Contract.

The Contractor shall provide complete turn-key services, developing the engineering designs and specifications necessary to implement the Project, managing the project through installation, and providing annual reports on savings achieved throughout the contract period. The Procurement Team expects to structure the Project Contract as an EPC agreement. The EPC requires the Contractor to provide a performance guarantee – a contractual commitment to PEA that project implementation will result in a specified reduction in energy and operational savings over a set period of years. This guarantee, when translated into dollars based on current and projected utility rates, must offset the costs of the Project including all cost associated with the Project financing. If in a given year the guaranteed savings are not achieved due to Contractor-attributable performance failure, the Contractor will be required to reimburse PEA the resulting dollar savings shortfall.

To ensure actual savings, the Proposer selected by the City will provide Monitoring and Verification of installed ECMs. Monitoring and Verification activities include assessing that equipment is performing to specifications and performing calculations of the actual energy resulting from the implementation of the Project.

No credit for the achievement of savings above and beyond the annual guarantee will be credited to satisfy performance guarantees in future years of the contract. Annual reconciliation of the achieved savings will be required. Consistent with the provisions of the GESA, no contract may exceed twenty years in duration from the date of Project completion.

Proposer may optionally suggest an alternative contracting structure that complies with the Pennsylvania Municipality Authorities Act, including “streetlighting as a service” or another form of public private partnership.

Regardless of whether the Project is a GESA structure or a public private partnership agreement, financing options for this Project will be determined by the City and PEA later in the Project timeline. Financing of the project may be included in the scope of work for the Proposer, but should not be assumed in the response.

2.3.1 LED Luminaire Conversion and Lighting Management System Implementation

The conversion of existing City streetlighting luminaires to LED will include the following scopes of work:

- a. Provide LED luminaires, meeting the minimum requirements outlined in Attachment A, for the installation of approximately 124,000 lighting luminaires (primarily cobra head).
- b. Removal, salvage, disposal, and/or recycling of replaced luminaires as part of the Project and any other discarded materials, as outlined in Attachment A.

- c. Installation of the network infrastructure components (e.g. gateways) for a lighting management system (LMS).
- d. Installation of approximately 112,000 LED luminaires (primarily cobra head) as well as network lighting controller (NLC) units for each new luminaire. Approximately 12,000 NLC's will also be added to existing LED luminaires for inclusion with the LMS. Further details regarding installation specifications are provided in Attachment A.
- e. Commissioning of the LMS throughout the installation phase as well as required training, as outlined in Attachment A.
- f. Provide record documentation of installed LED luminaires, GIS data, and similar information in a useable format. This data should be accessible through the network tools discussed in Attachment A.
- g. Support all City processes and requirements for setting up new PECO SL-C tariff accounts and updating that account throughout the installation process. Also support all processes and requirements associated with applying for PECO Act 129 and PJM rebates.

2.3.2 Lighting Management System Functions and Capabilities

A more detailed scope of work related to the delivery of the Lighting Management System (LMS) is defined in Attachment A. Generally, as part of the city-wide Lighting Management System Scope of Work, the Contractor will be responsible for the design, installation, start-up, and commissioning a networked lighting management system that provides the following functionalities. Where customization or a third-party option is necessary to meet a requirement and raises the cost of the overall solution, the City reserves the right to elect not to implement that feature in the system. At a minimum, the LMS Scope of Work will include the following:

- a. Remote Monitoring and Control of Lighting
 - Deploy and maintain networked lighting controls that:
 - Enable remote programming of the LED luminaires – on, off, dimmed.
 - Generate automatic alarms and/or reports (e.g. luminaire outage, luminaire “dayburner”) when a luminaire or lighting circuit may require repair or replacement.
- b. Secure Timely Data Transmission
 - Transmit data securely from NLCs, and other input devices (e.g. sensors) if applicable, through a network to the LMS.
 - The LMS must be capable of transmitting data to other City systems in real time or near real time.
- c. Lighting Asset Inventory Management
 - Install and maintain a LMS that shall be capable of acting as the primary lighting asset inventory management system or provide data that supports

- a separate City lighting asset inventory management system. LMS asset inventory management requirements are further defined in Attachment A.
- d. Energy Usage Data
 - LMS should have the capability of supplying accurate actual energy usage data.
 - e. Data Migration
 - Enable and facilitate the migration of data from the LMS to the City’s DataBridge Warehouse in a format that allows the City’s critical services like 311, 911, and Advanced Traffic Management to be able to easily and quickly access real-time data.
 - f. Adaptive Lighting
 - Enable optimization, through an adaptive lighting engineering process, of lighting levels and energy consumption for different real-time conditions in the city (e.g. traffic volumes) based on a variety of measured inputs and predicted events.
 - g. Support of Smart City Applications
 - Support and collaborate with the City to determine and incorporate ancillary hardware for data gathering and other applications as part of this project or in future projects. This hardware must be able to utilize the LMS infrastructure without resulting in an impact to secure and timely data transmission, as noted above.
 - h. Digital Divide
 - Enable the City to utilize the LMS to support citywide connectivity efforts as part of this project or in future projects. The LMS must allow the City to pursue such connectivity efforts on its own or in partnership with commercial or institutional entities.

2.3.3 Project Engagement and Lighting Equity

The Contractor will develop and execute an equitable, inclusive and proactive community engagement, marketing and public information campaign that will create accurate expectations about the extent of the Project and what improvements it will deliver. The Contractor will execute this public engagement to inform an equitable project design accounting for community lighting preferences and accounting for current inequities in lighting quality and crime and traffic incidence. The Contractor will incorporate information gained from public engagement to help identify areas that should be prioritized in the construction timeline.

2.4 RFP Schedule & Project Phasing

A general outline of the procurement schedule has been provided below. The Procurement Team will make every effort to hold this schedule:

Activity	Date & Time
Issuance of RFP	March 22, 2021
Pre-bid meeting	April 1, 2021

Deadline for Receipt of Written Questions	April 9, 2021, 5:00PM EST
Pre-Proposal Vendor Information Session	April 15, 2021
Deadline for Receipt of Proposals	May 28, 2021, 5:00PM EST
Proposer Interview – Location TBA	Week of June 28, 2021
Final Selection of Proposer	July 16, 2021
Target Council Approval	October/November 2021
Target Contract Execution	October/November 2021

For planning purposes, Proposers should assume the following Phases (as further defined in Attachment A) and expected duration from effective date of the contract or from previous phase:

- a. Phase 1 – Project Development (6-9 months)
- b. Phase 2 – Implementation (12-24 months)
- c. Phase 3 – M&V begins at substantial completion and continues for 36 months

2.5 Installation Requirements

Installation of the Project will be coordinated with the City.

The resulting Contract will be subject to the prevailing wage requirements under Section 17-107 of the Philadelphia Code, that all employees performing work under the contract shall be paid at least the applicable prevailing wages for the respective occupational classifications.

Section 3 PROCUREMENT PROCESS

3.1 Procurement Phases

This is the second phase of Procurement Team’s procurement process. The Procurement Team is issuing this RFP to the firms designated as qualified in the RFQ phase. This Phase encompasses the steps and conditions outlined below.

3.2 Project Contacts and Communications

3.2.1 Contacts

All contact, including questions regarding this RFP must be submitted to LEDStreetlighting@phila.gov.

3.2.2 Communications

All communications with the Project Contacts regarding this RFP or any other aspect of the procurement process shall be in writing. All communication shall be exclusively directed to the Project Contacts, unless otherwise directed in writing by such Project Contacts. Other than with the written consent of the Project Contacts, any person that is employed by or is otherwise associated or affiliated with a Proposer, or any of their affiliated companies, is prohibited from contacting any employee or official of the Procurement Team or any attorney or consultant of the Procurement Team, on any matter having to do with this procurement.

No oral communication or statement by the Project Contacts or other representative of the Procurement Team may in any way modify this RFP or any other aspect of the procurement process. This includes communications and statements that may be made over the telephone or during pre-submittal conferences, interviews, or other meetings attended by Procurement Team members. This RFP or other aspect of the procurement process may be modified only through the issuance by the Procurement Team of a written addendum.

All communications regarding this RFP may be shared by the Procurement Team with all firms qualified to receive this RFP.

3.3 Clarifications and Revisions

3.3.1 Question and Answers

All questions concerning this RFP must be submitted in writing via email to the Project Contacts at **LEDstreetlighting@phila.gov** no later than April 9, 2021 at 5pm ET. The Procurement Team will provide written responses to the submitted questions one week later. These responses will be emailed to all Proposers. Oral responses by any Procurement Team employee or agent of the Procurement Team are not binding and shall not in any way be considered as a commitment by the Procurement Team.

3.3.2 Addenda to RFP

If the Procurement Team deems it necessary to revise any part of this RFP before the proposal response date, the Procurement Team will contact each of the RFP recipients via email and the addenda will be made available.

3.4 Proposal Submission

3.4.1 Submission

Each Proposer shall submit its Proposal in accordance with Section 4.

3.5 Evaluation

3.5.1 Evaluation Committee

A committee of Procurement Team representatives, including representatives of the Procurement Team’s consultants (“**Evaluation Committee**”), will evaluate Proposals. The Evaluation Committee will evaluate all Proposals in accordance with the criteria set forth in Section 4.4 as well as any other factors considered relevant to each Proposer’s ability to deliver the Project.

3.5.2 Oral Interview

Proposers will be required to participate in an oral interview with the Evaluation Committee. The purpose of the oral interview is to give the Evaluation Committee an opportunity to ask clarifying questions about the Proposal, including technical details pertaining to the scope of work prior to the final evaluation as described in Section 4.4.

3.6 Final Selection of Proposer

Upon review of the Proposals with all required submittals, the results of the Proposer interviews and any other additional information requested from Proposers, the Evaluation Committee expects to make a final selection of one or more Proposers to enter into EPCs. The Initial Feasibility Assessment of a successful Proposer shall be made available to the public in accordance with the GESA. A successful Proposer is obligated to enter into an EPC.

3.7 Miscellaneous

Additional conditions that apply to this RFP as well as to the balance of the procurement process include the following:

3.7.1 Non-Exclusivity in Vendor Selection

Entities may participate as Project Team Members in multiple Proposals with the following exceptions:

- a. Entity is a Proposer
- b. Entity holds any direct equity interest in a Proposer

3.7.2 Public Disclosure and Confidential Information

All Responses, Proposals and other information submitted in response to this RFP are subject to the public disclosure requirements of applicable law, including the Pennsylvania Right to Know Law. To the extent permitted by applicable law, the Procurement Team will use its best efforts to keep from public access the specific information that is identified by the Proposer as confidential. If a Proposer claims

an exception to public disclosure requirements and desires that the Procurement Team keep certain information from public disclosure, then the Proposal must include a notice as the front page in each volume as follows:

“Confidential Information Notice

The information on pages _____ of this Proposal, identified by a bold vertical line along the right hand margin, contains information that is excluded from public disclosure under applicable law. Proposer requests that such marked information be utilized by the Procurement Team only for evaluation of this Proposal, but Proposer understands that the Procurement Team is bound by applicable law including the Pennsylvania Right to Know Law and that such information may be disclosed in accordance with such law.

The legal basis for the claim for protection of the marked information from public disclosure is set forth as follows: [Proposer to provide basis]”

Notwithstanding any such notice, however, the Procurement Team may disclose such marked information to individuals participating in the review or evaluation of Proposals, including members of the Evaluation Committee, other Procurement Team employees, and advisors, attorneys, and consultants.

3.7.3 Costs

Any and all costs incurred by any Proposer, or other party in connection with this RFP or other aspect of the procurement process shall be at such party’s expense and risk. Procurement Team accepts no liability and will not be responsible under any circumstance for any cost or expense incurred to respond to this RFP or otherwise participate in the procurement process.

3.7.4 Additional Procurement Team Rights

The Procurement Team reserves the right to modify this selection process, which may be exercised in its sole discretion at any time during the procurement process:

- a. to cancel this RFP or the procurement process, with or without the substitution of another pre-qualification or procurement process;
- b. to waive any informality, defect, non-responsiveness, or deviation in a Proposal, or other submission, that is not material;
- c. to require one or more Proposers to supplement or clarify its Proposal or to provide additional information after the submission of Proposals including with respect to any exceptions taken to the form of EPC or the City’s Contract Requirements in its Proposal;
- d. to take any action affecting the RFQ, RFP, or the procurement process that would be in the best interests of the PEA or City;
- e. to conduct investigations and make inquiries concerning any aspect of any Proposal;
- f. to reject any or all Proposals;

- g. to reject a Proposer or firm that has been delinquent or unfaithful in the performance of any contract with or obligation to the PEA or City is financially or technically incapable, or is otherwise not responsible; and/or
- h. to make judgments about the contents of any Proposal with respect to the requirements and criteria set forth in this RFP.

Section 4 **SUBMITTAL REQUIREMENTS**

4.1 General Instructions

An electronic copy of the complete Proposal must be submitted no later than the date and time set forth in Section 4.2. Any Proposal received after the Submission Deadline will not be considered. All proposals should be submitted as a single PDF document with sections for each submittal requirement defined in Section 4.3. Where defined in this section, Proposers may be required to submit additional files in other formats (e.g. RFP Submittal Worksheet must be submitted in MS Excel worksheet format).

An additional Proposal must be submitted with all confidential and proprietary information redacted by the Proposer to allow the City to comply with Right to Know requirements as outlined in Section 3.7.2.

4.2 Submission Deadline

Proposals must be received no later than May 14, 2021 at 5pm ET. Proposals should be electronically emailed to LEDstreetlighting@phila.gov and be no larger than 10MB to ensure delivery.

4.3 Required Content

Proposers are encouraged to be concise and to respond as directly as possible to the requirements set forth in this RFP. We encourage Proposers to limit generic marketing content. If that content is deemed necessary by the Proposer, please include it as a link rather than in full.

The requirements set forth in this Section represent the minimum content required and, unless expressly stated otherwise, are not intended to limit substantive content. It is Proposer's responsibility to include information in the Proposal that meets the minimum content requirements and any additional information that further demonstrates relevant experience and capabilities.

4.3.1 Cover Letter

The cover letter shall be signed by an authorized representative of the company(s). The letter shall indicate that the Proposal shall be valid for a period of at least 240 days. The letter shall also include a brief narrative description of the company and its service offerings. It shall also identify the contact person for contractual negotiations, administration, and for arranging an oral presentation.

4.3.2 Introduction and Executive Summary

Summarize the major factors or features of the Proposal, including any conclusions, assumptions, and generalized recommendations the Proposer desires to make. It should be designed specifically for use by individuals that may not have a technical background. It should describe how the Proposer is best able to provide services that meet the PEA and the City's objectives. It should provide an overview of the planned approach, the project timeline, include a summary of the firm's experience with similar projects, and have a maximum length of four (4) pages.

4.3.3 Proposer Characteristics and Project Approach

The Proposer will submit details about the Proposer organization, capabilities, and reference projects for the Proposer organization and its partners. Those requirements are listed here and further defined in Attachment A.

- a. ESCO Team Profile
- b. ESCO Team Organizational Chart
- c. ESCO Team Resumes
- d. ESCO Financial Capabilities
- e. ESCO Reference Projects
- f. Partner Reference Projects
- g. General Responses

4.3.4 Technical Submittal

The following technical submittal requirements are listed here and further defined in Attachment A.

- a. RFP Submittal Worksheet (Attachment A.1, must be submitted in MS Excel worksheet format with the proposal)
 - i. Luminaire Solutions & Pricing
 - ii. LMS Solutions & Pricing
 - iii. ESCO Service Fees
 - iv. Total Project Budget (calculated with above inputs)
 - v. Project Phases and Timeline
 - vi. Lighting System Database Attributes (for reference only)
- b. Typical Application Photometric Analysis (template for submittal provided as Attachment A.2 – Typical Application Photometric Layout Samples).
- c. Initial Feasibility Assessment (utilizing responses from the RFP Submittal Worksheet (Attachment A.1)

4.3.5 Community Engagement and Lighting Equity Plan

The Proposer will provide a narrative describing its plan to meet the requirements outlined in Section 2.3.3. This narrative should describe the proposer's past experience with public engagement, explain how the Proposer will engage communities and explain how the proposed engagement will influence design decisions to deliver equitable service outcomes citywide. The proposer should also explain how project implementation could be phased to prioritize vulnerable communities.

4.3.6 Form of Contract and Requested Exceptions to Contract Terms

The successful Proposer must enter into an agreement with PEA in substantially the form attached as Attachment B.

Proposers must state clearly and conspicuously any modifications, waivers, objections or exceptions they seek to Attachment B in this section of the Proposal entitled "Requested Exceptions to Contract Terms." For each Requested Exception, the Proposer must identify the pertinent Contract Term by caption and section number and state the reasons for the request. Requested Exceptions to the City's Contract Terms will be approved only when the City determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the City, and is in the best interest of the City. By submitting its proposal, the Proposer agrees to accept all Contract Terms to which it does not expressly seek a Requested Exception in its proposal. Blanket reservation of rights to exceptions to the full contract will not be accepted.

4.3.7 Office of Economic Opportunity – Participation Commitment/ Diversity Reports

The Project resulting from this RFP will require an Economic Opportunity Plan which will provide significant opportunities for the participation of MBEs, WBEs and DSBEs (collectively, "M/W/DSBEs"). The City's Office of Economic Opportunity will review and must approve the Economic Opportunity Plan. The Plan requires evidence that Proposer has exercised its Best and Good Faith Efforts to provide subcontracting opportunities for M/W/DSBEs in all phases of the Project and to employ a diverse workforce. This Plan expressly applies to all contracts awarded in connection with the Project.

Proposers must provide a completed EOP and M/W/DSBE Participation and Diverse Workforce Commitments Form in Attachment D that includes proposed project partners with their proposal. Attachment C includes other submission requirements related to this section.

4.3.8 Workforce Development Plan

Supplemental to the EOP, Proposers must provide a narrative with information on how the Proposer plans to approach this Project to maximize economic opportunity for Minority, Woman and Disabled Owned Business Enterprises and in its

employment of an appropriately diverse workforce. The Workforce Development Plan will describe plans for maximizing local employment through training, strategic collaboration, and business opportunities.

4.3.9 Philadelphia Tax and Regulatory Status and Clearance Statement

The Proposer must submit a completed Philadelphia Tax and Regulatory Status and Clearance Statement in the form of Attachment E with its response to this RFP.

It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in the Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Proposer is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement.

If the Proposer is not in compliance with the City's tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made, Proposers will not be eligible for award of the contract contemplated by this RFP.

The selected Proposer will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected Proposer may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Proposers are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

If a Proposer or a proposed subcontractor is not currently in compliance with the City's tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.

Proposers need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License may be made online by visiting the City of Philadelphia Business Services Portal at <http://business.phila.gov/Pages/Home.aspx> and clicking on "Register Now." If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax

Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

4.3.10 Local Business Entity or Local Impact Certification (Optional, if applicable)

Pursuant to Mayoral Executive Order No. 04 -12, the Procurement Team will, in the selection of the successful Proposer, consider whether that Proposer has certified that either (1) Proposer meets the criteria stated in Section 17-109(3)(b) of the Philadelphia Code to qualify as a Local Business Entity or (2) in the performance of the resulting contract, Proposer will employ City residents. Any Proposer who wishes to demonstrate its eligibility for this consideration shall do so by completing, executing and attaching to its application a completed Local Business Entity or Local Impact Certification, the form of which is attached to this RFP as Attachment F. The Proposer shall then also include in a separate section of the application, labeled “Local Business Entity or Local Impact Certification,” a statement that the Proposer believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” The Procurement Team shall deem it a positive factor where the Proposer has, in the City’s sole discretion, met the Local Business Entity or Local Impact criteria.

4.3.11 Required Disclosure

Pursuant to Chapter 17-1400 of the Philadelphia Code, Proposers are required to disclose their campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included); any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether Proposer or any representative of Proposer has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman- or disabled-owned business participation goals from City employees. Proposals must include a completed Campaign Contribution Disclosure Form, Attachment G.

4.4 Selection Criteria

The Procurement Team will, unless it exercises its rights under Section 4.4.5 below, award the Contract to the Proposer that submitted the Proposal that best meets the needs of the City based on the follow criteria:

4.4.1 Project Approach, Qualifications and Pricing

This section includes the following criteria:

- a. Proposer Team Qualifications
 - i. Proposer team organizational structure
 - ii. Proposer team management approach

- iii. Proposer team and key personnel relevant experience with comparable large-scale LED streetlight conversion projects
 - iv. Partner team and key personnel relevant experience with comparable large-scale LED streetlight conversion projects
- b. Proposer Project Development and Implementation Approach
- i. Approach to overall project planning, phasing, timing and implementation that meet City requirements
 - ii. Approach to comprehensive field audit of existing lighting system
 - iii. Approach to development of a lighting system database supporting all phases of the project development and implementation with associated GIS-based webmaps and tools
 - iv. Approach to design and analysis for typical lighting applications
 - v. Approach to project analysis including determination of operating cost savings, inclusive project costs and resulting financial results (e.g. paybacks, cash flows/net present value).
 - vi. Approach to final product evaluation and selection
 - vii. Approach to community outreach/engagement, trial installations and consideration of and solutions for lighting equity.
 - viii. Approach to construction management and installation services
 - ix. Approach to schedule, cost control and risk management
 - x. Approach to support of PECO bill updates and rebate applications for PECO and PJM
 - xi. Approach to the Economic Opportunity Plan for diverse and local businesses, and approach to additional workforce development plan to create training opportunities for residents.
- c. LED Luminaire and LMS Solutions and Pricing:
- i. Solution development that meets defined product technical requirements and specifications
 - ii. Product sample compliance review and comparative analysis
 - iii. Luminaire and LMS solution distributor net pricing (with typical option adders)
 - iv. Proposer “preferred” distribution partner markup
 - v. Proposer “preferred” installation partner pricing (with typical adders)
 - vi. Total cost of ownership of proposed solutions including initial cost, annual fees/costs, operating cost savings and value of associated warranties.
- d. Proposer Service Fee Pricing
- i. Fees for each defined project phase Proposer’s suggested fee for completion of an IGA, if the Procurement Team elects not to proceed with installation of the Project subject to the further conditions in the EPC (break fee)
 - ii. Change order fees

4.4.2 Additional Considerations

The Procurement Team will also consider the following criteria:

- a. Demonstrated capacity to deliver and approach to executing public relations, community engagement, and project communications;
- b. Ability of the Proposer to meet the City's schedule requirements;
- c. Proposer's approach to public engagement and lighting equity; and
- d. Exceptions taken by the Proposer to the form of Contract set forth in Attachment B and in particular the City's Contract Terms.

4.4.3 No Rights to Selection

The Procurement Team, in its sole discretion, may reject all Proposals and shall reject any Proposal that, in the Procurement Team's sole discretion, does not conform in all material respects to the requirements of this RFP. The Procurement Team may also elect to award a Contract to more than one Proposer for different scopes of work, subject to agreement with each Proposer as to its scope of work.

Section 5 LEGAL TERMS AND CONDITIONS.

5.1 Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Proposers are advised that any contract awarded pursuant to this RFP is a "Service Contract," and the successful Proposer under such contract is a "Service Contractor," as those terms are defined in Chapter 17-1300 of the Philadelphia Code ("Philadelphia 21st Century Minimum Wage and Benefits Standard Ordinance") Any subcontractor (as defined in the General Provisions attached to this RFP), and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a "Service Contractor" for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Proposer and subcontractors at any tier) is also an "Employer," as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Proposer's employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Proposers and any subcontractors at any tier proposed by Proposers are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code, the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Proposer's failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful

Proposer or Proposer’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Proposers acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Proposers further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

5.2 Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of \$250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Proposer shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Proposer extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Proposers so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Proposer shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Proposer does not provide employment benefits to the spouses of married employees. The successful Proposer’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Proposer against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

5.3 Responsibility.

Proposer shall assume all responsibility and obligation for the acts and omissions of its principals, members, directors, officers, employees, agents, representatives, subcontractors and consultants, together with all other firms, agencies or other persons assisting with the planning, design, construction or operation of the ECMs.

5.4 Governing Law.

The terms and provisions of this RFP and any agreements related hereto shall be construed in accordance with the laws of the Commonwealth of Pennsylvania, and any and all litigation, proceedings, claims or actions commenced in connection with this RFP or any agreements related hereto shall be instituted in the appropriate courts in the Commonwealth of Pennsylvania.

5.5 Assignment.

The successful Proposer may not sell, assign, transfer or convey any rights or agreements associated with its Proposal, in whole or in part, without the prior written consent of the Procurement Team.

5.6 Promotion.

Unless specifically authorized in writing by the City and PEA, Proposer will have no right to use, and shall not use, the name of the City or PEA (a) in any advertising, publicity, promotion; nor (b) to express or to imply an endorsement of the Proposer's products or services.

5.7 Indemnification.

Proposer agrees to hold harmless and indemnify the City and PEA, their officers, employees, agents, consultants and representatives, individually and collectively (for purposes of this section, the "**Indemnified Parties**"), from and against, and shall assume all liability for, any and all losses, expenses, demands, claims or damages of any kind whatsoever (including loss of use), including losses, expenses, or damages sustained by the Indemnified Parties, arising out of, related to, or in connection with the Proposer's preparation and submission of a Response and any actions Proposer takes in connection therewith, including, but not limited to, the actions of the Proposer's principals, members, directors, officers, employees, contractors, consultants, representatives and agents, and shall defend any suit or action brought against the Indemnified Party, based on any such alleged injury (including death) or damage (including loss of use), and shall pay all damages, judgments, costs, and expenses, including attorneys' fees in connection with said demands and claims resulting therefrom.

Attachment A:

**ESCO Services &
Technical Requirements
(attached document)**

The attached is provided in a separate PDF document.

Attachment A.1

RFP Submittal Worksheet (attached document)

This attachment is provided as a separate file as it is in a worksheet format (MS Excel) and must be submitted with ESCO responses in a worksheet format.

Attachment A.2

Typical Application Photometric Layout Samples (attached document)

The attached is provided in a separate PDF document.

Attachment A.3

City IT Standards (attached document)

The attached is provided in a separate PDF document.

Attachment A.4

Current Decorative LED Luminaire Specification Sheets (attached document)

The attached is provided in a separate PDF document.

Attachment A.5

Lighting System Database Attributes (attached document)

The attached is provided in a separate PDF document.

Attachment B:

**Form of Guaranteed
Energy Savings Contract
(attached document)**

The attached is provided in a separate PDF document.

Attachment B.1:

**Attachments to
Form of GESC
(attached document)**

The attached is provided in a separate PDF document.

**Attachment C:
Antidiscrimination Policy- Minority,
Woman, and Disabled Owned Business
Enterprises
(attached document)**

The attached is provided in a separate PDF document.

Attachment D:
Antidiscrimination S&C Form

(attached document)

This attachment is provided as a separate document in a worksheet format (MS Excel) and must be completed and submitted with ESCO responses.

Attachment E:
**Philadelphia Tax and Regulatory
Status and Clearance Statement**

(attached document)

This attachment is provided as a separate PDF document and must be completed and submitted with ESCO responses.

Attachment F:
Local Business Entity or
Local Impact Certification
(attached document)

This attachment is provided as a separate PDF document and must be completed and submitted with ESCO responses.

Attachment G:
Campaign Contribution Disclosure Form
(attached document)

This attachment is provided as a separate PDF document and must be completed and submitted with ESCO responses.